

Monsanto

FROM (NAME & LOCATION)

J. M. Gatewood - Texas City, SS-19 (Ext. 3837)

DATE	July 9, 1985	cc.	G. L. Tromblee	0-10
			PMSB	
SUBJECT	<u>Office Safety Committee 1985-86</u>		SHAC	
REFERENCE			Paul Saunders	3R-16
			Sandy Newman	0-21
			George Orum	2PD
TO	Sue Mears	3R-28	Jack Carlisle	OA-4
	Laura Inskeep	0-21	Rudy Willis	SMD
	Bobbie McLaren	2PD	Henry Schroeder	OA-19
	Edwena Williams	OA-4	Mary Caban	0-22
	Sue Willcox	SMD	Joe Stal	OA-11
	Stella Martinez	OA-19	Don Kaldenberg	0-22
	Buddy Broussard	2R-8	Paul Gupton	3R-28
	Fred Adair	OA-11		
	Steve Lawless	0-22		
	Beverle Smart	3R-28		

Acting on the recommendations of the outgoing Office Safety Committee and the Safety and Housekeeping Action Committee (SHAC), the Plant Manager has appointed you to serve on the Office Safety Committee for a one-year term beginning July 1, 1985. Sue Mears will function as Chairperson and Laura Inskeep will be the Vice-Chairperson.

The purpose of this committee will be to provide safety programming of all types, including safety meetings for office personnel wherever their offices may be located. It is expected that field-based clerks will be involved in the unit where they are based. However, they are also expected to participate in all plantwide office safety activities.

Safety meetings for office workers will normally be scheduled on a quarterly basis. Additional meetings can be held at the discretion of your committee whenever there is a subject of particular interest or when there is a special need. We will expect the Office Safety Committee to participate in and fully support all plantwide safety programs.

The Loss Prevention and Safety representative to your committee will be Bob Hammann. You will be contacted soon concerning your first committee meeting. One of the initial assignments for your committee will be to coordinate and sponsor the Monsanto Exposition on Safety and Health scheduled for September 25, 1985. SHAC will work closely with you in handling this.

We think an outstanding group has been selected for this committee and we are looking forward to working with you during the coming year.

SC

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J. M. Gatewood
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Chairman - SHAC

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